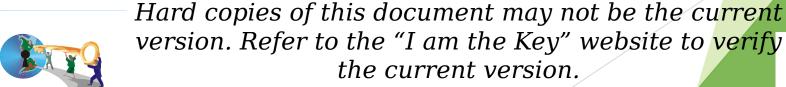
DLA Strategic Materials ESOH

Document Control Policy Training



December 2014





Introduction

- The following slideshow provides guidance for controlling all documents, internal and external, and procedures required by the Standard as it pertains to the DLA Strategic Materials Environmental, Safety and Occupational Health Management System (ESOHMS).
- Remember that YOU are the key to maintaining a safe and healthy work environment.
- Go to the "I Am The Key" link on for more information on the ESOHMS and our document control policy.







Event Calendar

nouncements Archive

I Am the Key

HQ DLA Operating Status







DEFENSE LOGISTICS AGENCY

STRATEGIC MATERIALS

Thursday, December 11, 2014 Home

Materials

Sales

Opportunities

Reports

Resources

About Us

Contacting Us

Home

2014 Industry Day Announcement

Thank you for attending DLA Strategic Materials 2014 Industry Day. Briefings from Industry Day can be found below.

Industry Day Briefings

Our Purpose

DLA Strategic Materials is the leading U.S. agency for the analysis, planning, procurement and management of materials critical to national security. We serve our clients through a unique combination of technical expertise, global/geopolitical material supply analysis, and management & tracking of a broad range of existing & future critical materials.

Our Mission

DLA Strategic Materials administers the implementation and execution of Strategic and Critical Materials (S&CM) policies as set forth by the National Defense Stockpile (NDS) Manager. Strategic Materials is responsible for acquiring, upgrading, rotating, and disposing of stockpile materials as provided by the Annual Materials Plan (AMP). Our duties include storage, security, testing, contracting, quality studies, and maintenance and replacement of materials in the NDS. Strategic Materials directs the development of new or revised specifications and special instructions for existing and proposed S&CM to be stockpiled. Along with overseeing the NDS we administer and implement policies and procedures for the DLA Strategic Materials environmental program. In addition, we administer the financial and property accounting systems to include the NDS Transaction Fund.

Our Offices

Contracting

Strategic Planning & Market Research

Materials Management

Business Administration

Our Leadership

Ronnie Favors, Administrator, DLA Strategic Materials

Paula M. Stead, Deputy Administrator, DLA Strategic Materials

Strategic Materials Login

DIRECTOR'S

Log In (Registration Required) Register

Registration Help

Announcements

DLA Strategic Materials Announces BOA Sales for November 2014

DLA Strategic Materials Announces BOA Sales for October 2014

DLA Strategic Materials to Host Industry Day November 17 at DLA Headquarters

DLA Announces Ferromaganese Negotiated

ANNUAL MATERIALS PLAN FOR FY 2015

Archive

Customer Survey



Let us know what you think?

Ouestions?















STRATEGIC MATERIALS

I Am the Key Depot Locations

Commodity Information

Strategic Materials > I Am the Key

I Am The Key



Introduction

This website is the Home Page of the DLA Strategic Materials Environmental, Safety and Occupational Health Management System (ESOHMS). We invite you to view our ESOHMS Policy Statement and review the information on this site, and contact us if you have any questions or comments.

The following sections describe our mission, and our Statement. The centerpiece to our ESOHMS is the Interpretive Guidance Document (IGD), which is based upon ISO 14001:2004 - "Environmental Management Systems - Specification with Guidance for Use" and Occupational Health and Safety Assessment Series (OHSAS) 18001 - "Occupational Health and Safety Management Systems - Specification."

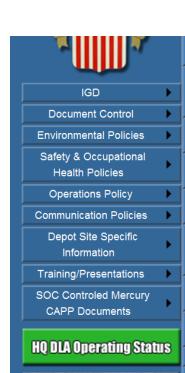
Our Mission

DLA Strategic Materials administers the implementation and execution of Strategic and Critical Materials (S&CM) policies as set forth by the National Defense Stockpile Manager. Strategic Materials is responsible for acquiring, upgrading, rotating, and disposing of stockpile materials as provided by the Annual Materials Plan (AMP). Our duties include storage, security, testing, contracting, quality studies, and maintenance and replacement of materials in the NDS. Strategic Materials directs the development of new or revised specifications and special instructions for existing and proposed S&CM to be stockpiled.

The DLA Strategic Materials Environmental, Safety and Occupational Health Management System (ESOHMS) mission is to provide safe, secure and environmentally sound stewardship for strategic and critical materials within the United States National Defense Stockpile (NDS). Along with overseeing the NDS, the DLA Strategic Materials ESOHMS administers and implements policies and procedures for the DLA Strategic Materials environmental program.











Hotline Program

IGD 1000 : General Requirements

IGD 1001 : Environmental, Safety and Occupational Health Policy

IGD 1002 : Environmental Aspects

IGD 1003 : Legal and Other Requirements

IGD 1004: Objectives, Targets and Programs

IGD 1005: Environmental, Safety and Occupational Health Management Program

IGD 1006: Resources, Roles, Responibility and Authority

IGD 1007: Competence, Training and Awareness

IGD 1008: Communication

IGD 1009: Documentation

IGD 1010: Control of Documents

IGD 1011: Operational

IGD 1012: Emergency Preparedness and Response

IGD 1013: Monitoring and Measurement

IGD 1014: Evaluation of Compliance

IGD 1015: Nonconformity,

ations Commodity Information

the Kev

I Am The Key



Page of the DLA Strategic Materials Environmental, Safety and Occupational Health Management System o view our ESOHMS Policy Statement and review the information on this site, and contact us if you have any

scribe our mission, and our Statement. The centerpiece to our ESOHMS is the <u>Interpretive Guidance</u> pased upon ISO 14001:2004 - "Environmental Management Systems - Specification with Guidance for Use" nd Safety Assessment Series (OHSAS) 18001 - "Occupational Health and Safety Management Systems -







IGD

Document Control

Environmental Policies

Safety & Occupational
Health Policies

Operations Policy

Communication Policies

Depot Site Specific Information

Training/Presentations

SOC Controled Mercury
CAPP Documents



DEFENSE LOGISTICS AGENCY

STRATEGIC MATERIALS

Thursday, December 11, 2014

I Am the Key Depot Locations

Commodity Information

Strategic Materials > I Am the Key > IGD > IGD 1010: Control of Documents

IGD 1010: Control of Documents

1.0 PURPOSE

This IGD provides guidance for controlling all documents, internal and external, and procedures required by the Standard as it pertains to the ESOHMS at each installation. This document applies to all employees of DLA Strategic Materials and those working on behalf of the government within DLA Strategic Materials, who are required to establish, utilize and maintain environmental documents in accordance with the requirements of the ESOHMS.

Some documents are linked to the I Am The Key website and will be password protected for security requirements.

Controlled documents are listed on the Document Review/Revision Matrix.

Return to Top

2.0 PROCESS

2.1 ESOH Management Representative

The EMR is responsible for approval authority, approval prior to use, review and revision, revision status identification, availability at point of use, legibility and methods for identification, of controlled documents. A list of controlled documents can be found in IGD1010 3.3 (Document Review / Revision Matrix)

2.2 Requirements

Controlled documents are controlled by the document control methods of the identified process owners to ensure that the documents:

a) Are Approved prior to use.





- d) Are available at applicable locations.

 e) Are removed from all points of issue and use when obsolete, and otherwise assured against unintended use.

 Any obsolete documents retained for legal and/or knowledge preservation purposes are clearly identified as: "This Document May be Obsolete. Retained for Historical Use Only"

 f) Are legible, dated (with revision dates, if applicable), readily identifiable.

 g) Are appropriately maintained by either headquarters or appropriate field locations of the operating installations.
 - h) All original documents that are received or issued by headquarters or a depot must be retained on file for future review and/or audit purposes. Copies may be made and distributed; however, the original document must remain on file.

Return to Top

3.0 EXAMPLES OF ESOHMS SUPPORTING DOCUMENTATION REFERENCES

The references in the control of the

3.1 Document Control Policy

3.2 Operations and Logistics Storage Manual

Document Review/Revision Matrix

3.3

Return to Top





Purpose of this Training

- To make you aware of our Document Control Policy
- Define terms to help you understand what a document is and why it needs to be controlled
- To help you understand the role that document control plays in your ESOHMS





What is a document?

The ESOHMS defines a "document" as: Any written information that defines procedures for environmental or safety compliance with regulations, and/or conformance with the ESOHMS.





What is a "Controlled" document?

- In the DLA Strategic Materials ESOHMS, controlled documents are:
 - Approved prior to use
 - Readily located
 - Legible, dated, and readily identifiable
 - Reviewed and updated periodically by authorized personnel and communicated by process owners to all applicable employees
 - Are removed from all points of issue and use when obsolete, and otherwise assured against unintended use
 - Typically are statements of policy, or help to describe or document the ESOHMS





Examples of Controlled Documents

- Environmental, Safety, & Occupational Health (ESOH) Policy Statement
- Respiratory Protection Program
- Storm Water Pollution Prevention Plans
- Occupational Safety & Health Regulations for Mercury
- Operations and Logistics Storage Manual





Why is this important?

- Controlled documents contain critical information about your work procedures, administrative policies, health and safety policies, and other information you need to know about your ESOHMS.
- This information may change over time, and you need to know where to find the most current version of these documents.





Our Controlled Documents

- All are available on the "I am the Key" website
- ► A list of controlled documents is available in IGD 1010-3.3
- This list is also called the "Document Review and Revision Matrix," as found in the blue navigation bar on the home page (see next slide).







DEFENSE LOGISTICS AGENCY

STRATEGIC MATERIALS



Thursday, December 11, 2014

I Am the Key Depot Locations

Commodity Information

Strategic Materials > I Am the Key

Document Control Policy

Document Review/Revision

Matrix





HQ DLA Operating Status

Depot Site Specific Information

Training/Presentations

SOC Controled Mercury

CAPP Documents





Introduction

This website is the Home Page of the DLA Strategic Materials Environmental, Safety and Occupational Health Management System (ESOHMS). We invite you to view our <u>ESOHMS Policy Statement</u> and review the information on this site, and contact us if you have any questions or comments.

The following sections describe our mission, and our Statement. The centerpiece to our ESOHMS is the Interpretive Guidance







Document Control

Environmental Policies

Safety & Occupational

Health Policies

Operations Policy Communication Policies Depot Site Specific Information

DEFENSE LOGISTICS AGENCY

STRATEGIC MATERIALS

I Am the Key Depot Locations Commodity Information

Strategic Materials > I Am the Key > Document Control > Document Review/Revision Matrix

INTERRPETIVE GUIDANCE DOCUMENT (IGD) -Sept. 2013

Environmental, Safety and Occupational Health Management System

which the document can also be located

Next date that the document will be reviewed/upd ated

Document Review/Revision

Matrix			
Item No.	Title	IGD No.	Review/ Revision Due Date
1	General Requirements	1000	Oct- 15
2	Environmental Safety & Occupational Health Policy	1001	Oct- 15
3	Environmental Aspects	1002	Oct- 15
4	Aspect Identification Form (SAMPLE)	1002/ 3.1	Oct- 15
5	Process Hazard Identification and Risk Assessment Form	1002/ 3.2	Oct- 15
6	Risk Analysis Worksheet	1002/3.3	Oct- 15
7	Significant ESOH Aspects	1002/ 3.4	Oct- 15
8	Legal & Other Requirements	1003	Oct- 15
9	Pertinent Federal Laws	1003/ 3.1	Oct- 15
10	State Environmental Laws & Legislation	1003/ 3.2	Oct- 15
11	Objectives, Targets & Programs	1004	Oct- 15
12	Environmental, Safety and Occupational Health Management Program	1005	Oct- 15
13	Ergonomic Plan	1005/ 3.1	Aug- 15
14	Pest Management Plan	1005/ 3.2	Mar-15
15	Radiation Protection Program	1005/ 3.3	Aug- 14
16	Respiratory Protection Program	1005/ 3.4	Aug- 15
17	Asbestos Management Plan	1005/ 3.5	Aug- 15
18	Hearing	1005/ 3.6	Aug- 15
19	Mercury	1005/ 3.7	Under Revision*
20	Safety Shoe Policy	1005/ 3.8	Aug-

Training/Presentations SOC Controled Mercury **CAPP** Documents Find us on | Watch us on | You Tube



Controlled Documents on "I am the Key":

- Will be the current version
- Will have a version date at the top right of the page
- Will have the following disclaimer at the bottom of the page, to warn users of paper copies that the paper copies may not be current:

CAUTION

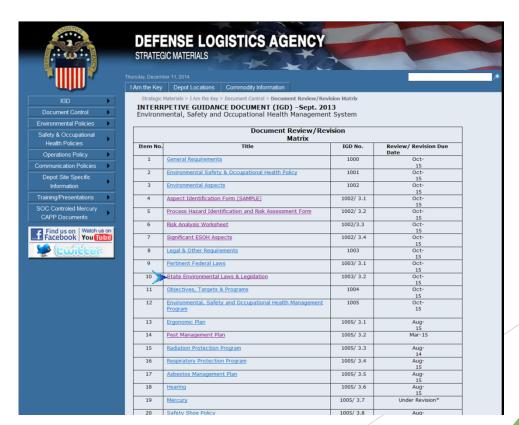
Hard copies of this document may not be the current version. Refer to the "I Am The Key" to verify the current version.





Where can I find Controlled Documents?

- All controlled documents are hyperlinked on the Document Review/Revision Matrix
- Just click on the document you want to locate







Documents vs. Records

- Records are documents stating results achieved, or evidence of activities performed.
- Records do not need to be controlled and may include plans and procedures that are retained for historical purposes
- These documents will be included within file cabinets or within shelves that are labeled: "These files contain certain documents that are found in the ESOHMS IGD and may not be the most current version. Refer to our ESOHMS web page (www.iamthekey.com) for the most current versions of these documents."
- They may also be stamped "This Document May be Obsolete. Retained for Historical Use Only."





Questions?

Please contact the DLA Strategic
Materials Environmental
Representative or your depot
Environmental Monitor with
questions regarding the control of
documents



